

How to Maintain a Robust WIMS Chapter

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GWIMS Toolkit

Overview

"How to Maintain a Robust WIMS Chapter" Toolkit is a companion to the "Establishing a WIMS Chapter" Toolkit

We thank the authors of the initial toolkit, Drs. Wei and Geiger.

Your WIMS Chapter: Looking Forward

Topics

- Maximize Participation
- Build Future Stability
 - Engagement
 - Funding
 - Succession Planning
- Frequently Asked Questions

Maximizing Participation

Maximizing Participation

- Demonstrate why WIMS is relevant today:
 - Women assistant professors hold 46% of faculty positions at U.S. medical schools, but only 25% of all full professor faculty positions.
- Capture the need for WIMS through faculty surveys (StandPoint)
- Gather institution's data and compare to AAMC's data
- Establish credibility and a strong reputation for leadership on campus – others will want to join in!

Maximizing Participation

- **Institutional commitment**
 - The institution will need to support WIMS financially and academically
- **Member commitment**
 - As primarily a volunteer organization:
 - Members will need to carve out the time commitment
 - Consider WIMS a value investment

Maximizing Participation

- Ensure meetings are effective; include an agenda and provide action-oriented minutes after each meeting; consider virtual option
- Plan a variety of events with some that target a specific audience (e.g. grant writing for researchers) and others that are of interest to all faculty (e.g. negotiation skills)
- Less is more: deliver a few quality programs that make a lasting impression

Maximizing Participation

- Plan programs and events at different times of the day (morning, lunch hour, 5 pm) to reach broad & diverse audience
- Know your mission and target audience
- Avoid a top-heavy organization and leadership burnout
- Establish standing committees to distribute workload and define responsibilities and tasks

Finding WIMS Champions

- Leverage relationships in leadership to convey the WIMS message.
- Invite men to events and include them on panel discussions.
- Engage the most senior leadership in your institution to attend events & promote WIMS
- Invite national speakers.

Build Future Stability

- Engagement
- Funding
- Succession Planning



Engagement



Engagement

Be inclusive

- Foster an inclusive environment
- Consider intersectionality
- Have an inclusive approach
 - Conduct an ongoing survey re: who your members are
 - Who is missing from the table?
- Develop a “living” strategic plan: always include new members/new perspectives
 - Have a plan and be flexible



Fostering an Inclusive Environment

- Listen to and encourage all voices
- Celebrate your members
- Recognize that people have different ways of knowing and expressing
 - Ask in different ways
- Seek out those who are missing from the table
 - Consider engagement strategically



Honors and Recognitions

- Welcome!
 - Reach out to new faculty: letter, video
 - Have the perspective that all faculty are members
- Family additions
- Acknowledge and celebrate other traditions
- Promotions
- Farewells



Offer a Variety of Opportunities for Engagement: In-Person & Virtual

- Presentations
- Interactive workshops
- Town Halls
- Service opportunities
- Book Clubs/Community Reads
- Journal Clubs
- Newsletters
- Community partnerships



Communicate

- Always consider the opportunity for bidirectional communication
- Have a strong digital presence
- Evaluate your events
 - Understand how your “event” landed and where it landed well and not so well
 - Consider a reflective component
 - Look at your comments



Define Metrics for Success

- Considerations
 - Extent of reach
 - Sources of funding
 - Program/events offered: attendance and evaluations
 - Institutional data: Women in leadership, by academic rank/promotions, # of endowed chairs

Where Will You Find the Data?

- Extent of reach-connect with institutional listserves.
- Know your sources of funding-track your funding. Get to know your business partner.
- Program/events offered: always keep an attendance list with emails to support engagement and evaluate all events to identify opportunities for improvement.
- Institutional data: Women in leadership, by academic rank/promotions, # of endowed chairs-often tracked in the Dean's Office

Share Success

- Publish periodic newsletters (digital/print)
- Publish annual reports (digital/print) to highlight programs, activities, members, and donors.
- Share on social media
- Post on institutional communication mechanisms: departmental/section/college newsletters and monitors

Be Intentional in Your Direction

- Consider
 - A WIMS leadership retreat
 - A strategic planning session to define annual goals
- Create visual identity with a WIMS logo for your institution.

Support Members

- Sponsor each other
- Host social events
- Acknowledge losses
- Offer support



Putting It All Together

- Great to have a start of the year event
 - Includes planning the year
- Have an end of the year event
 - Prepare an annual report: can be virtual
 - Look back: what went well, what can we do differently, what work will this lead to
 - Just get together
 - Celebrate accomplishments
 - Celebrate promotions
 - Consider GWIMS Awards



Funding



Funding

- Know your funding sources:
 - Intramural support: Dean's Office, donors/philanthropy, etc.
 - Extramural support: community partners, grants
- Plan your budget
 - Plan for growth
 - Link with strategic plan
- Seek extramural funding
 - Grant funding sources that support women in science and medicine include NSF, NIH, HRSA
- Create philanthropy relationships
 - Create a culture of giving
 - Make the donations meaningful
 - Make it easy to contribute ([Click Here!](#))



Plan Your Budget

- Link budget to your strategic plan
- Demonstrate your accomplishments, revisions to your plan, outcomes and how they lead you to your next step
- Show how your plan builds on your accomplishments
- Check if funding sources have specific guidelines for your work

Put the puzzle pieces together



Succession Planning



Succession Planning

Annual WIMS Officer and Committee Chair Training

- Define and refine job descriptions and duties.
- Train WIMS officers and chairs to:
 - Prepare agendas.
 - Write action-oriented minutes immediately following a meeting.
 - Actively engage committee members.
 - Plan yearly budgets.
 - Communicate effectively within and outside the WIMS organization.

Succession Planning: the Transition

- At the end of the year, hold a *Transition Meeting* with both outgoing and incoming officers in attendance.
- Consider your needs for administrative support for this work:
 - Quantify the work
 - Negotiate the staff support in your budget.

Officer Elections

- Solicit nominations for Officer positions.
- Establish a nominating committee to slate election ballot.
- Hold an electronic election for all WIMS members

Solicit Nominations for Officer Positions.

- Officer positions may include a Chair, Vice Chair, Secretary, Treasurer, and other roles as your Chapter may need.
- Some Chapters have an Asst Officer position e.g. Asst Secretary that would be in line to be the Officer.
- Announce openings & specify self-nominations accepted; how to submit; and by when. A statement of interest with a word limit is often part of the nomination.
- If you have many interested candidates, you may want to limit the slate to the top 2. More than 3 candidates often dilutes the votes.

Establish a Nominations Committee

The Nominations Committee can

- Review the nominee packets for completeness
- Define the top candidates for the slate.
- Present the final slate to the Executive Committee (composed of the Officers).
- Review the election results and present the winners to the Executive Committee.

Hold an Electronic Election

- Engage all WIMS members
- Conduct your vote electronically: consider Survey Monkey, Qualtrics.
- Have a single mechanism to collect the vote that can recognize that the person has already voted.
- Consider creating a QR code to facilitate mobile voting.

Frequently Asked Questions



FAQs

Q: My dept is >50% women -- why should I support women? We should support men.

A: *All faculty need support. Although women may be well-represented in some areas, they are rarely well-represented in leadership.*

FAQs

Q: How would engaging multiple schools, students and trainees support sustainability of your WIMS group?

A: *Greater engagement enhances your reach, impact, and, potentially, finances. It also expands your reach and allows for sharing of lessons learned. For Executive Board positions, be sure to clarify if it is open to all regardless of their school affiliation.*

FAQs

Q: How did WIMS gain visibility at your campus?

A: *Our approach was multi-faceted: hosting key events, branding to include our WIMS logo on all fliers and email announcements, and creating our WIMS annual report with highlights, and messages from the president distributed electronically to all faculty on campus. We also partnered with other organizations on campus to increase our visibility and raise awareness for our mission.*

FAQs

Q: What programs have been the most successful at your institution?

A: *Most WIMS programs include leadership development approaches in many of their offerings. These may include topics, such as, promotion, negotiation, and inclusion.*

Author's Brief Biography

Kimberly Bibb, M.D. is an Associate Professor in the Department of Family Medicine at the University of Mississippi Medical Center (UMMC). She earned her medical degree from UMMC and completed family medicine residency at UAB Huntsville. Dr. Bibb is also board certified in Obesity Medicine and has played an integral role in the establishment of the UMMC Weight Management Clinic where she focuses on educating patients on the importance of developing healthy lifestyles and providing appropriate treatment for obesity and other chronic diseases.

Dr. Bibb's scholarly work focuses on various obesity medicine topics and improving medical education related to obesity medicine for medical students and residents. Dr. Bibb served four years on the UMMC GWIMS Executive Board as Membership Committee Chair (2017-2018), President-elect (2018-2019), President (2019-2020), and Immediate Past President (2020-2021). In 2021, she was elected to serve a three-year term on the AAMC GWIMS Steering Committee where she has been actively involved in updating toolkits and serving as a co-facilitator for the GWIMS Virtual Office Hours sessions.



Author's Brief Biography

Ana Maria Lopez, MD, MPH, MACP is Professor of Medical Oncology and Integrative Medicine and Nutritional Sciences at Sidney Kimmel Medical College and Associate Director for Diversity, Equity, and Inclusion at the Sidney Kimmel Cancer Center of Thomas Jefferson University. Dr. Lopez serves on AAMC's GWIMS' Steering Committee. She was an active member of the Women in Academic Medicine (WAM) group at the University of Arizona College of Medicine and oversaw WiMS efforts at University of Utah Health where she served as Associate Vice President for Health Equity and Inclusion. As a second-generation woman physician, Dr. Lopez is well-aware of the incredible debt we owe the trailblazers who came before us. She has dedicated her career to clearing "some more boulders off the path" so the next generation can climb more easily.



Author's Brief Biography

Julie L. Wei, M.D., is a Pediatric Otolaryngologist, a Division Chief of Otolaryngology at the Nemours Children's Hospital, and a Professor of Otolaryngology-Head and Neck Surgery at University of Central Florida School of Medicine. Dr. Wei was on faculty at the University of Kansas School of Medicine and Children's Mercy Hospital in Kansas City from 2003 to June 2011. In 2009 she recognized that she was in high degree of burnout, and after attending the 2009 AAMC Mid-WIMS conference, she was committed to changing the culture on her medical campus. She served as the President of KU WIMS from April 2010 to June 2012, during which time shared her passion about mentoring of not only trainees, but the concept of "Co-mentoring" amongst faculty. She shares "Managing Career Burnout" to many audiences. Dr. Wei's energy are focused on patient/family/trainee education, mentoring, and clinical research and she is grateful for her husband and seven year old daughter Claire. She received her medical degree from New York Medical College followed by otolaryngology residency training at the Mayo Clinic, and fellowship training at Children's Memorial Hospital in Chicago.



Author's Brief Biography

Paige C. Geiger, Ph.D., is an Associate Professor in the Department of Molecular and Integrative Physiology at the University of Kansas Medical Center. She is a Diabetes researcher examining the impact of diet and exercise on the cellular mechanisms of insulin resistance. Dr. Geiger is the PI on an NIH-funded research grant titled "Targeting stress kinases in the treatment of muscle insulin resistance" from the National Institute of Aging. She is a regular member of the Integrative Physiology of Obesity and Diabetes NIH Study Section for 2013-2017. Dr. Geiger particularly enjoys mentoring graduate students in the laboratory, serves on the Graduate Student Advisory Council, and as faculty advisor for the campus wide student organization "Exercise is Medicine." She served as Secretary of WIMS at KUMC from 2010-2012 and as President from 2012-2013. Dr. Geiger earned a Ph.D. in Physiology from the Mayo Graduate School in 2001. She then trained as a National Science Foundation Postdoctoral Fellow at the University of Florence, Florence, Italy and at Washington University School of Medicine in St. Louis prior to joining the faculty at KUMC in 2005.





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